



Washington State Department of Health
Construction Review Services
PO Box 47852
Olympia WA 98504-7852
www.doh.wa.gov/hsqa/fsl/crs.htm

OUTPATIENT CLINIC DOCUMENT SUBMISSION CHECKLIST

The following checked requirements were not complete with your last submission. Please resubmit with all required information.

- ☐ Submit a completed review application and fee for each separate existing clinic premises (i.e., address). The fee is \$1,325.00.
- ☐ Provide a written program describing the clinical, diagnostic, and/or treatment services being provided per WAC 246-320-505 (2)(a)(i).
- ☐ Provide drawings and information per WAC 246-320-505(2)(b) including:

(Note: Drawings need not be prepared by a licensed architect and engineer for these existing outpatient clinics as long as the necessary information can be otherwise provided.)

- ☐ General Building Data:
 - ☐ Construction Type;
 - ☐ Occupancy Group(s); and
 - ☐ All areas of the clinic.
- ☐ Site Plan with sufficient details showing location of structure(s), exiting pathways, and exits for access to the building(s) for emergency medical vehicles.
- ☐ Floor plan(s) drawn to scale showing the outpatient clinic with dimensions including:
 - ☐ Rooms identified by number and use - with dimensions including
 - WAC 246-320-815(4);
 - i) Housekeeping – WAC 246-320-535(4);
 - ii) Clean Storage or Utility – WAC 246-320-535(2) or (3);
 - iii) Medication distribution – WAC 246-320-535(5);
 - iv) Soiled Storage or Utility – WAC 246-320-535(7) or (8);
 - v) Exam or Treatment – WAC 246-320-815(5)(d)
 - vi) Door locations with their swings, sizes, and ratings;

- ☐ Electrical Drawings
 - ☐ Electrical light fixtures, light switches, and exit sign locations;
 - ☐ Electrical outlet types and locations (GFCI, Tamper Resistant, etc.);
- ☐ HVAC / Mechanical Drawings
 - ☐ Heating system type with supply registers, return air grille locations, and air volume at each outlet or a system balance report from a certified environmental balancing contractor – WAC 246-320-405(9)(c); and
 - ☐ Exhaust fan locations, sizes, air volume, and control.
 - ☐ Plumbing fixture types and locations – WAC 246-320-525(4);
- ☐ Interior finishes - WAC 246-320-525(6);
- ☐ Fire sprinkler system drawing(s) including the location, type, and manufacture of each sprinkler head; and
- ☐ Fire Alarm system drawing(s) indicating the location, type, and manufacturer of each alarm/strobe, smoke detector, heat detector, and alarm panel.